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AUTHOR Nelson, Patricia Tanner
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ABSTRACT

This collection of notes for novice conference planners provides information explaining the process of planning and implementing a statewide conference on families. Topics such as building preparation, exhibits and displays, finances, interpreters, keynote speaker, lunch and coffee breaks, funding and personnel as well as program scheduling and other considerations are discussed. Copies of form letters, the registration form, program, financial report, evaluation questionnaire, and other materials from a Delaware forum on the changing nature of the American family are included. (Author/SS)

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The Family Forum Supplement

Some Notes for Novice Conference Planners

PS 010911

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By a Novice who Survived One Conference (The Family Forum--Public Policy: Its Impact on Delaware Families and Children) and Lived to Tell About It

Patricia Tanner Nelson, Ed.D.
Family and Child Development Specialist
Delaware Cooperative Extension Service

A Note to the Reader

The Family Forum Supplement is a compilation of information explaining the process of planning and implementing a statewide conference on families. Perhaps others undertaking the considerable challenge of a similar conference may find some of the information useful.

CAUTION: It might be hazardous to your health to read this booklet from cover to cover.

The first section is designed to give you an overview of our conference planning process. You may find it useful to read this section in its entirety because it will help you understand the fit between our conference and our state.

The second section includes numerous conference details. The Alphabetical Compendium of Conference Minutia is designed as a resource to be used like your telephone directory. Just like your telephone directory, you may not always find something where you think it should be. Perhaps a quick glance over all the topics listed will familiarize you with the little treasures of information nestled in the various categories.

Best wishes on your conference.

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The Family Forum was a statewide conference attended by about 250 citizens, government officials and professionals working with families and children in Delaware. It was held April 5, 1979, at the First Presbyterian Church in Newark. The event was sponsored by the Delaware Cooperative Extension Serivice with partial funding from the Delaware Humanities Forum. Over forty public and private organizations throughout the state co-sponsored the Family Forum.

The Family Forum was designed to:

1. Give participants an opportunity to share views and explore ways in which public and private institutions and agencies support (or do not support) families and children. (Rather than dealing with a single aspect of family life or a single service program, the Family Forum focused on the whole picture.)
2. Increase the opportunity for dialog relating to family policy between (1) professionals working with families and children, (2) citizens interested in families, and (3) persons responsible for making and maintaining public policy relating to families.

The Family Forum in Historical Perspective

In December 1977, the state program leader in Home Economics Extension (Mary Ann Finch) discussed my responsibility for planning and facilitating the annual Consumer Day program for the 1978-79 program year. We explored possible areas of emphasis within the field of family and child development and decided that since the White House Conference on Families (WHCF) was upcoming, it would be appropriate to incorporate the theme of the WHCF, "Public Policy and the Family" into the next Consumer Day.

The Chairman of the Department of Individual and Family Studies at the University of Delaware was contacted to ascertain departmental interest in co-operating with the Family Forum. The two faculty members specializing in the area of the family, Dr. Barbara Settles and Dr. Suzanne Steinmetz, both indicated their interest in helping out. Possible program ideas were discussed, and I was encouraged to seek funding from the Delaware Humanities Forum (DHF) to expand the funds available for speakers and resource persons at the conference. (DHF is an affiliate of the National Endowment for the Humanities, and is interested in funding programs that broaden public awareness on value-related issues. One of their areas of emphasis is public policy.) During this time, a number of community contacts were made to ascertain interest in the Family Forum and to expand program ideas for grant proposal. In addition to the contacts in

the Department of Individual and Family Studies, other contacts included representatives from:

The Governor's Office
Parents Anonymous
Southern New Castle County Community Mental Health
Community Resource Development Specialists at the University of Delaware
Clayton Methodist Church
Delaware Nurses Association
Family Life Bureau of Wilmington
Delaware Curative Workshop
Kent County Memorial Hospital
Sussex County Extension Homemakers Council
Kent County Extension Homemakers Council
Hudson State Service Center

Program ideas were incorporated into an abstract and presented to the Delaware Humanities Forum in May, 1978. The Family Forum was given the go-ahead from DHF, and an expanded grant proposal was submitted in July, 1978. At the August meeting of the DHF board of directors, the following funds were approved for the family forum:

Keynote Speaker (honorarium and travel expenses)	$1,000
General forum speaker	125
Humanities Scholars (one per workshop)	
Eight workshops x $75. honorarium per scholar	600
Humanities Scholar for Public Policy Panel	75
Interpreter for the deaf	75
Secretarial assistance to type Proceedings	500
Promotion (for advertisements)	800
	$3,100

A copy of the final financial report is included in Appendix E.

The focus on the strengths and problems in Delaware families suggested that the issues and concerns needed to come from the participants ; therefore, the conference process was structered in a way that would maximize this input. It was believed that the more authentically the ideas could come from the participants, the greater the possibilities that the Family Forum and the Proceedings might accurately reflect the concerns and needs of Delaware families.

This approach encouraged a respect for the integrity and intelligence of

participants--an approach which seemed imcompatible with a tightly structured agenda handed down from the "experts". It put the conference director in the sometimes difficult position of striking a happy balance between hanging loose and stimulating the momentum that would keep the process moving along.

To be honest, the emphasis of the Family Forum on identifying needs and strengths of Delaware families in a holistic framework was an uncomfortable experience for some participants. For some, it seemed a useless experience, reminescent of countless foggy meetings where "people talked and talked and nothing was ever solved". For this legitimate concern, I often recognized their discomfort and then restated our hope that the White House Conference on Families would be a positive step in that direction. In addition, I suggested that many times it's better to take some time to try to see the problem clearly before trying to jump in with premature solutions. The Family Forum was not designed to "right" any "wrongs", but instead to get people to thinking and talking about how things are for families and how they would really like them to be.

My stance was fortified not only by my personal beliefs but by institutional guidelines. The regulations for use of monies from the Delaware Humanities Forum state that no programming can be used for direct advocacy for a specific piece of legislation or political plan of action. This is also in line with the goal of objective programming in the Cooperative Extension Service.

A major strength of the Family Forum was the strong level of involvement on the part of professionals working with families and children throughout the state. An outline of the process whereby this support and involvement was obtained follows.

September 1978. I sent letters to over 50 organizations throughout the state explaining the Family Forum and asking for their participation in a small group brainstorming session to help plan the specific content of one of the eight workshops. Workshops focused on:

1. Families and Their Children
2. The Effects of Government and the Economy on Families
3. Aging Persons in the Family
4. The Family and Law
5. The Family and Mass Media
6. The Family and Religion
7. Medical and Social Services: Their Impact on the Family
8. The Family and Work

A copy of the invitation letter is in Appendix A. It could have been improved by asking each of the invited brainstormers to call me rather than the statement that I would be in touch with them. Due to the simultaneous scheduling of meetings, sometimes it was simply impossible to contact all of the invited participants. It would have been more realistic to have them leave a message with my secretary, and then I could have followed up on those that didn't reply.

Participation in the Family Forum was open to every interested person or organization in the state. I began by contacting every family-related organization listed in Delaware's Directory of Human Services. As the brainstorming sessions were held, other possible contacts were suggested by brainstormers. This proved to be an excellent way for me, a newcomer, to get to know key people throughout the state.

Brainstormers were selected for a specific workshop not only because of their professional expertise, but also their geographic proximity to other possible brainstormers. Meeting places were obtained that would entail minimal travel time for the participants. Meeting rooms were donated by various community groups.

In the 18 brainstorming meetings held throughout the state, the content of each workshop gradually evolved to a clear and specific agenda. An effort was made to focus on strengths and problems affecting Delaware families. Obviously, other states would come up with somewhat different agendas. A copy of the general brainstorming agenda and a list of organizations represented in the brainstorming sessions are included in Appendix A.

Some of the brainstormers participated in the planning stages of the Family Forum on a one-time-only basis. A number of brainstormers, however, indicated their interest in remaining with the planning process until workshop plans were complete.

As the issues to be identified in each workshop became clearer, brainstormers and planners began suggesting key people within the state that would be most knowledgeable in each area. When workshop plans were finalized, a coordinator was appointed for each workshop to see that all appropriate arrangements were made. A copy of the final agenda for each workshop can be found in Appendix B.

Although it was deemed desirable to capitalize on the ideas and resources within our own state in planning the Family Forum, some excellent advice and assistance was obtained from the following sources:

Connecticut Day Care and Child Development Council
(Luna B. Leach, Director)
Community Council of the Capitol Region, Inc.
999 Asylum Avenue
Hartford, Connecticut 06105

The Kansas Conference on Families
Extension Quality of Living and the College of Home Economics
Manhattan, Kansas 66506

Minnesota Governor's Conference on the Family
400 SE State Office Building
St. Paul, Minnesota 55155

Montanans for Children, Youth and Families
417 West Hayes Street
Bozeman, Montana 59715

Becky Gates, Program Planning Specialist
The White House Conference on Families
Department of Health, Education and Welfare
Office of the Secretary
Washington, D.C. 20201

An Alphabetical Compendium of Conference Minutia

Advertising the conference. While the greatest portion of our publicity was handled with no direct charge to us through the Agricultural Editor's Office at the University of Delaware and through publicity provided by supporting organizations, we did purchase some advertising space with funds from the Delaware Humanities Forum. While the ads that were run in the papers downstate were large attention-getters, the same was not true of the ads run in the papers from our metropolitan area. The ads for these papers were extremely expensive and seemed indistinguishable from the food ads surrounding them. Experience suggests that it is important to be very specific in terms of the size and type of letters used in the ad format. (The content of the ad, of course, had been furnished by us and the price of the ad was dependent upon the size of the box we chose to run.)

Check with the reading patterns in your area. Delaware readers tend to pore over Sunday and Wednesday editions(which feature the food advertisements for the week), so we arranged to have our ads run on these days the week prior to the Family Forum.

Bibliography. A list of resources pertaining to the topic of each workshop as well as to the overall theme of public policy and its impact on family life was compiled. Materials from the Minnesota Governor's Conference were especially helpful in getting the list started. It had the advantage of including materials aimed at a number of different reading and scholarly levels.

A copy of the bibliography was included in the program for the day as well as in The Proceedings. Other states may be interested in making the bibliography available to participants prior to the conference, depending on postage allowances and the reading habits of conferees. (I was advised that people in our state might read things after becoming interested in a topic at a conference, but not before.)

Feel free to adapt our bibliography in any way that might be useful in your state.

Building Preparation. (See Location and Site Selection Section.) Part of the process of obtaining the use of space in the church was specifying exactly what rooms we wanted to use at what times during the day. This information was delineated in the official contract.

About one month prior to the conference, the building manager and I "walked through" the activities that were planned for the day in the various rooms. He

suggested ways to increase efficiency in the use of the rooms and also pointed out what was realistic in terms of the janitoral service that was part of the rental contract. At that time, we completed diagrams showing room arrangements and equipment locations for each room at each period throughout the day.

Child Care. Our goal of trying to be as supportive as possible to families provided encouragement for arranging child care facilities for preschool children. It was important to keep the cost for the service low so as not to make the expense of attending the Family Forum prohibitive for low income families.

Two adults experienced in child care with large groups of children were hired to span the day--one for the morning hours and one for the afternoon hours, with an overlapping hour at noon to share information. The adults were responsible for supervising the student child care aides as well as for interesting curriculum plans for the children's activities throughout the day.

(Students enrolled in an advanced child development course at the University of Delaware were recruited to volunteer to assist with the child care in two-hour blocks of time. A ratio of about 1 adult per 3 children was obtained.)

The child care operation was not self-supporting. Although we charged a fee of $3. per child, six children whose mothers had limited financial means and were workshop presenters participated in the child care services free-of-charge.

Menus for snacks and lunch for the child care service were designed to be nutritious, appealing to children, low in cost and easily prepared by the student aides.

The church nursery was used for the child care service. It proved to be convenient for parents, and had the added bonus of being well-equipped. We also had the use of an excellent playground during the hours it was not in use by the day care housed in the church.

The lack of cots for naps in the afternoon was a small problem. (Cots could not be borrowed from the church day care due to sanitary regulations.) The children, of course, were delighted that nap equipment could not be arranged. To compensate for the lack of a formal nap time, the teachers were especially mindful of providing restful activities and breaks for the children.

Depending on your state's licensing standards for day care, you may decide that cots are impractical for such a short-term child care arrangements. Even if you provided the cots, I think it is questionable whether many children would have established the trust and would have relaxed enough to get a restful nap. This does not undermine, however, the absolute necessity of providing restful activities for the children in the afternoon.

Although there were several cribs available in the church nursery, we encouraged mothers of infants to use their regular child care channels since we would not have the personnel to provide the high-intensity care needed for infants.

Other states may want to investigate the possibility of having a child development department in a local university or high school sponsor a model child care program. Perhaps the students (under the supervision of their instructor) could take major responsibility for planning the activities, buying and preparing the snacks and lunches, etc.

General notes for the Family Forum child care personnel are in Appendix A.

Evaluation. An evaluation form was inserted in the Family Forum program so that people who left the program early would have the form available to them and could fill it out and return it to the appropriate box at the registration desk.

On the basis of evaluations returned that day, the participants in the Family Forum found the workshops to be the most valuable part of the program. It was clear during workshop periods that the audience was participating actively in the workshop sessions.

Participants were asked to describe the part of the Family Forum that (1) they enjoyed the most, (2) they felt would be most useful in the future, and (3) they did not find useful or helpful. In general, nearly every item was put in nearly every category (from most enjoyable to most useful to not useful) in the evaluation. This seems to re-affirm the importance of having a diversity in the program offerings, since there are so many learning styles and levels of experience among participants.

Participants also mentioned that they felt that the workshop presenters gave excellent information that stimulated them to think on their own. Throughout the day, presentations helped broaden and update participants' concepts of families.

A by-product of the day, and one of the major strengths of the Family Forum process was the contact and communication between professionals working with families and children throughout the state. The family practitioners who worked on the Family Forum from the brainstorming stages had numerous contacts with each other, and many opportunities to share notes on programs. As a newcomer in the state I expected not to know very many of the people I had invited to the brainstorming sessions, but I was shocked to find that many times they didn't know each other either. As we would go around and introduce ourselves, there would be expressions of recognition like "Oh, we've talked over the phone many times!"

After the brainstorming and planning sessions were officially adjourned, it was unusual not to find people getting better acquainted and talking about "sending a client over to see you", etc.

There are apparently few opportunities for public and private agencies to get together and talk about common problems and possibilities for cooperative ventures. The Family Forum provided an avenue for this important type of activity in Delaware.

The overwhelming weakness of the day was the physical setup, specifically the noise level in the workshops. (See Building Selection and Preparation section.)

On their evaluations filled out the day of the Family Forum, many participants indicated a commitment to becoming involved in the legislative process by (1) learning more about specific issues, (2) learning more about the legislative process, (3) calling or writing legislators, and (4) speaking up for families in local communities and groups.

To assess the impact of such commitments, a follow-up questionnaire was sent to those people who officially registered the day of the Family Forum. (Because registration was not tightly monitored, only about 1/3 of the participants actually signed in with their name and address.) This questionnaire was sent out 4-months after the Family Forum, and the results of this evaluation are presently being tabulated. A copy of the follow-up questionnaire is in Appendix E.

Exhibits and Displays. Any organization or group relating to families and children was welcome to prepare an exhibit or display explaining their program for the Family Forum. The displays were set up adjacent to the workshop area, so people were free to browse through this section at their leisure. We ran into a shortage of table space for the displays and had to request that exhibitors furnish their own tables, if possible.

One of the local family practitioners was appointed to supervise the exhibit area (or delegate the supervision responsibility) during the day. A map of the exhibit area with general guidelines for exhibitors proved to be an effective way of getting a diverse collection of people and their displays organized.

In completing the general conference programming, remember that exhibitors will need to have enough time to set up their displays--either early in the morning or the night before the conference.

E.F.N.E.P. Participation. The home economists responsible for the E.F.N.E.P. (Expanded Foods and Nutrition Education Program) in every county publicized the Family Forum through their newsletters and through contacts with EFNEP families. At training workshops for the EFNEP aides (nutritional aides who are hired from low income areas and trained in nutrition, food preparation and consumer education), the Family Forum was announced and their participation encouraged. The EFNEP aides work directly with homemakers and families in low income areas. Through the efforts of the home economists, a number of EFNEP aides organized car pools or mass transit plans and attended the Family Forum.

Finances. The financial records for the Delaware Humanities Forum were kept by our accountant in the College of Agriculture at the University of Delaware. A copy of the final financial statement is an Appendix D.

One of my responsibilities as project director was to document the in-kind contributions made throughout the Family Forum process. I asked brainstormers and planners to keep track of the hours and approximate mileage they had donated and to document this in a letter to me. I also kept records of each meeting, the amount of time spent, and the participants in each meeting. The numerous professional and material contributions made by the Cooperative Extension Service and other co-sponsoring organizations were also estimated.

Game Plan. Even though I tried to get as much as possible done prior to the day of the Family Forum, there were still numerous details that I needed to check out on the day of the conference. In order to keep things straight in my head, I plotted out exactly what had to be done during each period of the day. For instance, I noted that at 10:00 a.m., I needed to:

Ask Sue to guide people into 3 lines for coffee
Get people to their coffee, and then on to their workshops
Check to see that Barbara Settles has Becky Gates' resume
Check the sanctuary set-up for my slide presentation
Check to see that the pulpit light is working, that the flashlight and script are nearby

... And so on, throughout the day.

This game plan included an outline of remarks that I would make to the Family Forum participants between speakers, etc. Having this expanded "to do list" served as a security blanket and helped me to relax and not worry about forgetting to do something.

To help reduce confusion among the many volunteers assigned to help at the Family Forum, a copy of the personnel and their responsibilities was kept at the registration desk. I also carried around copies of who was helping prepare and serve lunch and snacks, recorders for each workshop, etc., so that I could check things out quickly if someone forgot where they should be or when.

Interpreters. One of the special things we were able to do with the money from the Delaware Humanities Forum was to secure the services of an interpreter for the deaf. Professionals associated with the Registry for the Deaf were very excited about this. They publicized the Family Forum in their meetings and professional contacts.

Because interpreters are still quite unusual at local public presentations, no deaf persons were identified in the audience, and the interpreter was not used for this program. (She was reimbursed for her travel and time.) Some states may want to consider enlisting Spanish-speaking interpreters also.

Keynote Speaker. There are two things you need to finalize quickly in order to get publicity out: the keynote speaker and the location. I began five months prior to the Family Forum to finalize the keynote speaker plans, and that was too late.

I had decided that it was important to try to obtain someone who both (1) had a national reputation recognized by lay people and (2) had done substantive work in the field of public policy and the family. The possible keynote speaker list, therefore, was fairly restricted.

Potential keynote speakers had been identified in the planning and brainstorming sessions. About ten of these people were contacted. The process of mailing out a letter inviting the person to consider speaking, and then contacting the person by phone took over two months.

When publicity deadlines were being over-extended, Kenneth Keniston (editor of All Our Children) suggested contacting Richard DeLone, a former associate director of the Carnegie Council on Children who lives in the Philadelphia area. Fortunately, Richard DeLone graciously accepted. The fact that he does not yet have national visibility among lay people may have limited citizen interest and attendance at the Family Forum. To have obtained a speaker that could draw citizens to come to the meeting "just to hear the speaker" would probably have taken at least a year's advanced notice and/or $3,000-5,000.

Location and Conference Site. The choice of location for your conference needs to be a priority decision (along with keynote speaker) so that publicity can get out on time.

Our choice of location was a fairly difficult one. Our original plans to obtain space at Delaware State College did not work out.

Not only was space unavailable for the date we had chosen, but it was impossible to have the College donate space, as we had hoped. The main decision relating to location was whether to have it in Dover (in the middle of the state) or in New Castle County (which contains approximately 85% of Delaware's population). A number of sites in both locations were investigated. In the end, the Family Forum was held in Newark (in New Castle County) based on; (1) lack of available facilities that we could afford downstate, (2) the expressed opinion of many of the family professionals actively involved in planning the Family Forum that they did not think many people would attend if it were held below the Chesapeake and Delaware canal, (3) the proportionately greater number of volunteer Family Forum planners from the New Castle County area.

Possible locations in the Newark area were investigated. Clayton Hall, the University's well-equipped conference center was ruled too expensive for the Family Forum. On the suggestion of the Family Forum planning committee, local churches were investigated as possible sites. The church which seemed most open to hosting the conference, the First Presbyterian Church, was officially notified of our interest in using their facilities. The process of obtaining permission from the church's governing body took over one month to complete. The church session had to be convinced that comparable space was not available within the University.

While the chosen site is an excellent facility, it had serious drawbacks as a conference center. The large sanctuary was used for all the general sessions, including the address by Governor duPont, the public policy panel, keynote speaker, etc.). The sanctuary can seat over 500 people. The approximately 250 people who attended the Family Forum chose to sprinkle themselves as far apart throughout the sanctuary as possible. From the speaker's podium, the audience looked like little bats scattered around a barn. Experienced conference planners would have known that certain seating areas should have been blocked off in advance, and not opened up until designated seating areas were filled. The workshops were held in Memorial Hall, a large open building. The workshop spaces were marked off with portable dividers. While the arrangement was attractive and cozy, it brought on serious acoustical problems. A large number of participants complained of the noise factor in their evaluation of the conference.

The church used for the Family Forum has a beautiful kitchen that is tailor-made for large church dinners. It proved satisfactory for the Family Forum crowd, but there were certainly an ample share of difficulties. Some of the cooks from the company contracted to prepare lunch left two days before the Family Forum because they were concerned about radiation leaks from the Two Mile Island nuclear reactor accident.

There were many "loose ends" (from locating coffee pots to being sure that there were enough serving helpers) that occurred in this situation that you would not have expected to occur in a conference center that routinely handled lunches, coffee breaks, etc. On the positive side, the lunch served at the Family Forum was unusual (vegetarian) and inexpensive. One of the goals in the planning of the Family Forum was to have snacks and meals available that would allow low-income people to participate comfortably. A plus for the Family Forum was the cozy, "down home" ambience surrounding the lunch time. The food was all home made, and most adventurous eaters enjoyed it. The small group settings (6-8 to a table) enhanced joviality and communication. A number of people went out of their way to remark about this special lunch time.

Lunch and Coffee Breaks. Providing food for the Family Forum participants was a special challenge due to the following factors:

(1) No funds from either the Cooperative Extension Service or the Delaware Humanities Forum could be used for meals or snacks. Both of these organizations use federal funds which explicity prohibit such items.

(2) We wanted to be supportive of low income families, and did not feel that high-priced snacks and lunch would be conducive to achieving this goal.

(3) Our consultant from the Delaware Humanities Forum suggested that it was important to keep the people at the conference site for lunch; otherwise, there can be a tendency for participants to drift away and never return.

(4) Our DHF consultant also suggested that plenty of good food can go a long way toward creating the warm and hospitable ambience that can stimulate interaction among participants.

(5) We wanted to give people on low incomes and/or special diets the option of bringing their own food and feeling respectable about it.

Our less-than-perfect solution to the snack problem was to serve only coffee and tea for beverage breaks, and to ask people to pay for them. We did receive a ten-pound bag of coffee donated by the manager of a local fast-food franchise. The perfect solution, of course, is to have everything for meals and snacks donated: paper supplies, nutritious foods and beverages, etc. Our experience was that it was very time consuming trying to get businesses to donate these items. Business people suggested that they were constantly harrassed for such donations.

For lunch, we contracted with a local catering group to prepare a low-cost lunch in the church kitchen. The group, highly recommended by members of a local human services council, turned out to be health food, vegetarian enthusiasts. They provided a little excitement and drama to the day. People found the lunch sort of fun and a little far out. Our DHF consultant confided that the experience of grinding whole-grain wheat from the homemade bread in her teeth was not quite the ambience she had in mind for the Family Forum. Nevertheless, it was low-cost and different.

Lunch Discussion Groups. Although many people looked forward to lunch as a break in the day, others were all fired up and ready to continue discussing topics relating to the Family Forum. People were given the option of eating at a table designated as a "chatting" table or they could sit in on a discussion lead by a professional working with families and children. The names and positions of the family practitioners were posted at each table, and were printed in the programs as well.

This seemed to work very well. There were some very lively lunchtime conversations.

Matching Funds. It is possible to match funds to increase your conference resources. For every two dollars raised in private contributions for your conference, the National Endowment for the Humanities (through your state organization) can match one dollar. If you find potential contributors, don't let them escape without getting their plans in writing. There is a special form that they will need to complete in order for their contribution to be credited for the NEH matching funds.

Personnel. Many, many people worked behind the scenes to help the Family Forum along. A skeletal list of personnel is included in order to give others some idea of the personnel needed for such a production.

Ongoing Personnel. Project or conference director.

1 work-study student, 15 hours per week for 2 semesters

2 student interns for one semester

1 secretary, approximately 1/4 time for 8 months (During the three month period preceding the conference, it would have seemed more realistic to have at least 1/2 time secretarial assistance.)

1 financial officer to handle the records for the Delaware Humanities Forum

Personnel for the Conference Only (Volunteers)

- Registration Personnel* - approximately 12 people in staggered shifts throughout the day.
- Workshop Coordinators and Presenters*
- Recorders* to take notes for the Proceedings (2 in each workshop)

- Leaders for informal lunch groups*, approximately 16.

Since one of the goals of the Cooperative Extension Service is to maintain objectivity in the information presented, I assigned one extension professional to set in on each workshop, just in case the content of any workshop became repeatedly slanted in any one direction. These people were called "Extension Objectifiers"*.

* - Copies of letters outlining the responsibilities in this position are found in Appendix D.

Overall Planning Committee. The overall planning committee provided feedback to the project director on major programming decisions. For example, after the program for the day had initially been drafted, the overall planning committee reacted to the advisability and practicality of such plans. They suggested providing natural breaks in the day by alternating speakers with workshop sessions-- even though it might be more difficult to handle logistically. Members of the overall planning committee also arranged for the public policy panel, as well as encouraged sponsors in their local organizations.

The consultant assigned to our project by the Delaware Humanities Forum provided invaluable help on a week-to-week basis. Because this consultant had experience with many similar programs, she was able to give numerous suggestions for maximizing our chances of success.

Proceedings. Two recorders were assigned to each workshop for the purpose of taking notes that would provide an overview of the workshop session for those who were not able to attend. The notes from each recorder were used to write the general summary of each workshop for the Proceedings. A copy of this summary was sent to each of the workshop presenters for their approval prior to having it printed. The quality of the Proceedings is closely tied to the notes that you have to work with--so assign good notetakers.

The guest speakers and panelists were tape recorded and transcribed for the Proceedings. Some of the speakers were able to furnish copies of their speech. This is an advantage because it noticeably cuts down on the amount of secretarial work needed.

Copies of the Proceedings were sent to the workshop presenters, the guest speakers, and participants who had signed up and paid ($2.50) for them.

Publicity. The initial publicity announcing the date, theme, and location for the Family Forum was enclosed in thank you notes to the brainstormers in late January. Multiple copies were sent to directors of large organizations so that they could circulate or post the publicity. Three months notice is considered a good lead-in time for large conferences.

As soon as the program details were finalized, 7,000 copies of a publicity flyer describing the Family Forum and including a registration form were mailed or distributed. (A copy of the flyer is in Appendix C.) A flyer was sent to each of the over 6,000 persons on Extension Home Economists' mailing lists throughout the state.

Multiple copies of flyers were sent to planners and brainstormers that had volunteered to see that they were distributed. Flyers and accompanying letters were sent to home economics teachers and their principals throughout the state. In addition a select number of Head Start directors and ministers throughout the state were sent flyers and letters. (A sample letter is included in Appendix C.)

In retrospect, we could have done the following things to improve the publicity flyers:

(1) Include a map with directions to the conference location. This may eliminate the need for outdoor signs directing people to the location.

(2) Condense the information so that everything can be printed on 1 sheet of paper. To do this, we would have had to send the flyer to an outside printer and because it was imperative to get the information out quickly, we simply didn't have the time.

(3) Have people pay for their meals by check at the same time that they mail in their registration. This can help cut down on registration lines the day of the conference. (We had avoided this payment as a possible discrimatory factor against low-income people who may not have a bank account, but there surely are ways to get around it.)

(4) If you value your sanity, insist that people pre-register. We made a pre-registration a voluntary thing; therefore, we really had no idea how many people might attend the conference. Although we did know how many people had pre-registered for lunch, since those people had not paid for their lunch, they could have just as well have not appeared the day of the Family Forum. (The payment of $1.75 for lunch may not have been much more of an encouragement on your promise to come, but it might have helped slightly.)

There was a horrible moment when I learned that while the area where people would eat lunch would hold 500 people, there were only 250 chairs--and there simply were no more available. Because people had been given the option of bringing their own lunch, it would have been possible that an unregistered horde would descend

and people would have had to sit on their imaginations. Work orders from the University to deliver chairs were irrevocable and quite expensive, so it was decided to just wing it. Fortunately, there were enough chairs for everyone, and lunch was a success.

Many organizations agreed to publicize the Family Form internally as well as in newsletters going to their clientele. Each of the County home economists and EFNEP (Expanded Food and Nutrition Education Program) home economists featured the Family Form in their newsletters.

In addition, the Family Forum was publicized through:

League of Women Voters state newsletter

American Association of University Women state newsletter

Delaware Mental Health Association newsletter

Town Talk, a newspaper devoted primarily to thrifty advertisements and community announcements

The Childbirth Newsletter for the Kent General Hospital in Dover

Church bulletins and newsletters

Junior League of Wilmington newsletters

Delaware Coalition for Children (adoptive and foster parents) newsletters

Within the month preceding the Family Forum, I made a presentation at each of the county interagency council meetings to encourage members to attend the upcoming conference and I distributed registration forms.

A very bright and competent college senior arranged for advertising in newspapers throughout the state. She investigated the possibility of capitalizing on the free public service spot time, but decided that it was not feasible for us with limited help and urgent time deadlines. She did arrange for the Public Broadcasting station (WHYY-TV) in Wilmington to cover the keynote address free of charge. This proved to be an excellent idea, since the station gave about five minutes coverage of the Family Forum on the evening news.

Our Agricultural Editor's Office provided invaluable resources in publicizing the Family Forum. A feature article went out in the weekly news packet, which is distributed to over 250 newspapers and television and radio stations. A prepared tape describing the Family Forum was also sent out to all radio stations in Delaware. Our Extension program specialist for minority and special audiences provided names of newspapers, radio and t.v. stations through which people with low incomes would most likely be reached.

Registration. People were encouraged to pre-register so that they could get their first choice in workshops; they had to pre-register if they wanted to purchase lunch at the conference. There was no registration fee.

If you feel you can get away with it, mandatory pre-registration will surely make your life simpler. You will know how many people to expect, how many chairs to have set up, programs to print, etc.

The day of the conference, eight volunteers were recruited to facilitate registration during the first hour. Name tags had been typed up ahead of time for those who had pre-registered.

The registration tables (located in the lobby area of the church sanctuary) were set up so that people could:

pick up their tickets for the morning and afternoon workshop they wished to attend

pick up and pay for their meal tickets

pick up or fill out their name tags

pay for child care(and receive receipt to present to child care supervisor)

obtain a copy of the program

sign roster with name and mailing list.

Unfortunately, we were able to obtain names and mailing addresses for only about 1/3 of those attending--partially because people did not sign in when there was a big waiting line. This became a problem when we began mailing out the 4-month follow-up questionnaire evaluating the Family Forum. This problem might have been alleviated if we had provided multiple copies of the roster to sign up on.

After the first hour, only one or two people were assigned to the registration desk during each hour of the conference. These people registered late comers, answered questions, collected money for the Proceedings, and collected the conference evaluation sheets.

Scheduling the date and time.. We tried to schedule the Family Forum so that the weather would be nice enough so that people would feel like coming out, but not so nice that they would be tempted to be playing golf or working in their gardens. It was also important to avoid major events on the University calendar like spring break, mid-term exams, etc. in order to have the involvement of University faculty and students.

One of the underlying goals of the Family Forum was to be supportive of families, so we wanted to choose a date and time that would be compatible with that goal. Originally, the date was scheduled for the second Thursday in April. The board of directors at the Delaware Humanities Forum suggested that it be changed to a weekend so more working parents could participate.

During the first several brainstorming sessions, feedback about possible dates and times were obtained. Homemakers who did not work outside the home fairly clearly suggested that they purposefully kept their weekends clear for activities

with their own families, and they did not feel it was supportive of families to hold the conference on a weekend.

Professionals working with families and children were forceful: if the conference were scheduled on a weekend, or in the evening, they probably wouldn't attend.

We switched the day back to the first Thursday in April. (The second Thursday turned out to be just before Easter, and was ruled out as inconvenient for some.) To reach working parents, we investigated the possibility of having part of our program during the daytime and part of it at night. In looking over the history of attendance at night conference meetings for parents, we decided that we could probably expect poor attendance. Working parents often may just be too busy to come. We were aware of the trade-off we were making in scheduling the meeting during the day time, but agreed that it was better to get as many professionals and parents as could happily and confortably come rather than going out of our way to garner a meager audience of tired working parents.

Scheduling the Program. In setting up the agenda for the day, we made an effort to alternate activities so that participants would have a change of pace from time to time. After the opening address and public policy panel, the participants walked to their coffee break in another building and then went into the workshop of their choice.

In setting up the agenda, it is wise to consider the points in time when you will have no effective control over the participants. For example; at our Family Forum, the coffee break and most of the workshops were scheduled in a building without a public address system. Although the time for the workshops was announced in the general meeting as well as printed on the program, there was still a tendency on the part of participants to linger over their cups of coffee and conversation rather than move onto the workshop session. It was really not a problem because the dawdlers were personally cajoled into getting on to their workshops, but it might not be so easily handled with a larger group of participants.

It is also important to know the general patterns of attendance at conferences. In our area, homemakers tend to leave meetings around 3:00 p.m. so they will have time to meet the children after school and get dinner started.

If I were to schedule the Family Forum program again, I would try to place the workshops at a time in the day that would allow fluctuating closing times. While some of the workshops were timed just right, other really needed another thirty minutes to round out discussion. Perhaps an activity like looking at exhibits or staggered beverage breaks could be programmed in to allow more flexibility for workshop sessions that need more (or less) time than the norm.

Signs. Our Agricultural Editor's Office made attractively-lettered cardboard signs to mark:

the route from the Interstate highway to the conference building;
registration and child care entrances;
the registration desk, and the different functions (child care payment, luncheon payment, etc.) performed there;
luncheon discussion group table leaders;
workshop locations.

Although we forgot, it would be very wise to remember to have signs clearly marking the directions to restrooms and water fountains.

Small group forums. The purpose of the small group forums scheduled at the end of the day was to get ideas from participants, particularly those who might have been too shy to speak up in a large group during the day. Extension home economists lead the groups, using the Nominal Process technique outlined in Appendix D.

Briefly, participants were given index cards on which to write down the three problems facing Delaware families that were of greatest concern to them. If they wished, they could also suggest possible solutions to these problems.

In small groups (4-7 people), the participants were asked to compile a list of concerns in their group on a flip chart. After each group had compiled their list, large groups got together to condense concerns, compile a master list, and suggest possible solutions. This is not a decision-making technique in the sense that the group does not have to come to consensus. The group simply has to be sure that the concerns of each member are clearly articulated without undue duplication.

The results of the small group forums were summarized for the Proceedings. This information will be taken into consideration for future programming efforts in home economics extension.

Sponsoring Organizations. Brainstormers and planners for the Family Forum were given the opportunity to seek support for the Family Forum from the organizations in which they were involved. A supporting organization was one in which there was a commitment to support the Family Forum by:

(1) publicizing the Family Forum internally (encouraging staff, officers, employees, members, etc., to come for the day).
(2) publicizing the Family Forum externally through the general population served by the organization (through newsletters, church bulletins, etc.)
(3) helping to secure involvement and participation by arranging car pooling, telling friends, etc.

(4) contributing the services of one or more representatives from their group in the direct planning of a workshop or in helping with some aspect of the day's program for the Family Forum.

(5) preparing a display or exhibit publicizing their program to the participants in the Family Forum.

A copy of the letter seeking supporting organizations is in Appendix C.

It was not overly difficult for a group to meet the criteria for becoming a supporting organization, and many enthusiastically signed up. This factor seemed to increase the feeling of shared involvement and responsibility for the success of the Family Forum.

Thank You's. An important part of the Family Forum was the appreciation expressed to the numerous people that had helped to make it a success. Moreover, (as our consultant from the Delaware Humanities Forum pointed out), thank-you notes can help salve some of the wounds unintentionally inflicted throughout the conference process.

The perfect conference planner would orchestrate everything so that nobody had their feelings hurt. We mortals can compensate for our imperfections with prompt and pleasant thank-you notes which genuinely acknowledge the special contributions of each participant.

APPENDIX A

DELAWARE COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF DELAWARE COLLEGE OF AGRICULTURAL SCIENCES

AGRICULTURAL HALL
NEWARK, DELAWARE 19711

Agriculture
Home Economics
4-H

I would like to invite you to a brainstorming session to discuss ideas and plans for a "Family Forum on Public Policy as it Impacts on Families and Children in Delaware". Part of the expenses for the Family Forum will be funded by the Delaware Humanities Forum.

We want to facilitate a broad-based program which will help people in developing an awareness of how the policies of government, business and industry affect family environments. Hopefully, we can provide a setting in which we can examine and analyze the ways in which policies of our programs and agencies (both public and private) are related to family needs and goals in Delaware. We hope to have a lively dialog between: (1) people working with families, (2) humanities scholars, (3) legislators, and (4) citizens of Delaware.

Although I have drawn up some tentative plans for speakers and workshops at the Family Forum, I would really appreciate input from other people who are working with families. Please join me in a brainstorming session so that we can explore ideas together on:

-ways to get maximum involvement of Delaware citizens, family practitioners, and Delaware policymakers for the Family Forum

-important issues that should be explored; and reasonable--yet challenging--goals for the workshop sessions.

The ideas from the brainstorming sessions will be used by a six-member planning committee, which will have the responsibility of making general program decisions. I will be serving as overall coordinator for Family Forum activities.

I have tentatively set a meeting for
for a brainstorming session for a small group of people who work with families in your area.

University of Delaware and U.S. Department of Agriculture, cooperating.

I would particularly appreciate your input on Workshop which is attached in the tentative agenda. I'll be calling you in the next week to see if you desire to participate and if the proposed meeting time will be convenient. I really want your input, so I will happily reschedule the time!

I look forward to meeting you and sharing ideas.

Sincerely,

Pat Nelson

Patricia Tanner Nelson, Ed.D.
Specialist -
Family and Child Development

PTN:dtf
Enclosure:

Persons invited to the brainstorming sessions included representatives from:

(Note: Where organizations are listed more than once, it means that representatives from several branches or levels of the organization are involved.)

Delaware Adolescent Programs, Inc.
Dickerson Chapel, A.M.E. in Millsboro
Delaware Chapter of the American Association of University Women
Turnabout Counseling Center in Seaford
Sussex County Mental Health Association
The Governor's Commission on the Status of Women
Nanticoke Day Care Center
Sussex County Community Action Child Care Program
United Way
Seaford Head Start
Foster Grandparents Program
Sussex County Cooperative Extension Service (home economists and family living agent)
****
Tressler Center for Human Growth
Claymont Catholic Schools
Luther Foundation
Church Women United
Family Life Bureau, Catholic Social Services
****
Delaware Curative Workshop
Information and Referral Services, Division of Social Services
Child Foundation
Hudson State Service Center in Newark
The American Red Cross
Adult Special Services, Division of Social Services
Children and Youth Services, Division of Social Services
****
Faculty of the Department of Individual and Family Studies, College of Human Resources, University of Delaware
Center for the Family, American Home Economics Association
****
Office of the Governor
Farmers Home Administration
Delaware State Teachers Association
Cooperative Extension Service (Program Planning Specialist)
****
Migrant Education Program, Department of Public Instruction
Eight-o-one (Residential shelter care for adolescents) in Dover
Harmony House (Halfway house for teenagers) in Dover
Catholic Social Services in Kent County
Migrant Education Program, Delmarva Ecumenical Agency
****
Williams State Service Center in Dover
Geriatric Services of Delaware, Inc.
Public Guardian's Office, State of Delaware
Cooperative Extension Service, Kent County (Home Economists and Family Living agent)
****
Department of Nursing, Wesley College
Parent Education, Delaware Adolescent Programs, Inc.
Maternal and Child Health, State of Delaware
State Department of Public Instruction, Home Economics Education (Supervisor)
****

Family Services of Northern Delaware
Arbitration Unit, Family Court
Inservice Training, Division of Health and Social Services
Southern New Castle County Community Mental Health
Health Education, Division of Public Health
Catholic Social Services, Office of the Director
Juvenile Corrections
Delaware Coalition for Children
****
Cheaspeake Bay Girl Scout Council
Cultural Understanding Program (6th grade program for New Castle County Schools)
****
League of Women Voters
Public Assistance Task Force
Catholic Diocese of Wilmington
Wilmington Senior Center
Delmarva Ecumenical Council
Catholic Social Services
Luthern Food Closet Program
Community Legal Aid
****
Wilmington General Hospital (Chaplain)
****
Parent Early Education Center
Delaware Congress of Parents and Teachers (P.T.A.)
Delaware Adolescent Program, Inc.
Delaware Planned Parenthood
Delaware Curative Workshop
****
People's Place II in Milford (Counseling Center), entire staff
****
Department of Individual and Family Studies
White Clay Video, Inc.
Agricultural Editor's Office, University of Delaware
New Directions for Women (magazine)
****
New Castle County Community Mental Health Association
Parents Anonymous
Y.W.C.A. Battered Women's Shelter
Tressler Center for Human Growth
Delaware Guidance Center
Cooperative Extension Service, New Castle County (Home Economist)
****
Office of the Governor, Special Assistant for Education
Office of Management and Operations, Division of Social Services
****
Child Development Department, Alfred I. DuPont Institute
Family Counseling Department, Alfred I. DuPont Institute
Family Life Education, Wilmington Medical Center
****

Delmarva Ecumenical Agency, Office of the Director
Tressler Center for Human Growth, Office of the Director
Wilmington General Hospital, Office of the Chaplain
Church Women United
Education Department, Luther Foundation
Family Life Bureau, Catholic School Services
National Conference on Christians and Jews, Office of the Director
****
Division of Aging, Office of the Director
Division of Aging, Inservice Training
New Castle County Senior Citizens Information and Referral Service
College of Continuing Education, University of Delaware
****
"Speak Up for Children" (chairman) Delaware Chapter of the American Academy of Pediatrics
Expanded Food and Nutrition Education Program (home economists) from Kent, Sussex and New Castle Counties
Dr. Ruth Laws, retired administrator, Delaware State College
Barbara Weatherly, attorney-at-law
****
Family Court of New Castle County
Governor's Commission on the Status of Women, Office of the Director

FAMILY FORUM: Public Policy as it Impacts on Families and Children in Delaware

Brainstorming Hour

I. Introductions

II. Input on general Family Forum agenda

1. Date - Saturday, April 7 vs. Thursday, April 5
2. Location

III. Specific Workshop Input

1. Roles of Workshop "Personnel"
   a. Role of Humanities Scholar--to provide ethical,value-related input
   b. Role of Family Practitioner--to moderate and help group travel down agenda
2. Topics that would be particularly relevant to this workshop
3. Reasonable, yet challenging, goals for the workshop
4. Ways or mechanisms that will allow people to address the most important issues.

IV. References for state library system

V. Ways to get maximum involvement of:

1. citizens, children, youth
2. Family practioners--your colleagues
3. Legislators

VI. In what ways can your agency or program support the Family Forum?

1. Publicizing?
2. Encouraging your staff, colleagues to attend?
3. Volunteers for
   a. Workshop Moderators
   b. Committees
   c. Other contributions

APPENDIX B

WORKSHOP 1: Families and Their Children (Location: Fellowship Hall, near left)

Moderator: Edgar Huffman, Executive Director, Delaware League for Planned Parenthood

1. Trends in Family Characteristics -- Bonnie Springer, Consultation and Education Unit, Southern New Castle County Community Mental Health, Division of Mental Health, DHSS
2. Single Parenting -- Michelle Burroughs
3. Adolescent Parenting -- Diane Smith, Family Planning Social Worker Consultant, Division of Public Health, Family Planning in Dover
4. Day Care. What Kinds Of Experiences Is It Providing For Young Children? Diane Nichols, Director, Newark Day Nursery

DHF Scholar: Janet E. Kilbride, Ph.D., Department of Individual and Family Studies, University of Delaware

Workshop Coordinator: Bonnie Springer

WORKSHOP 2: The Effects of Government and the Economy on Families
(Location: Fellowship Hall, middle left)

Moderator: Bebe Coker, Community Services Office, Union Baptist Church in Wilmington

1. Living With Inflation in the Middle Class -- Bebe Coker
2. Living with Inflation on Public Assistance -- Celeste Peters, Paralegal for Community Legal Aid and Chris Berry, Paralegal for Community Legal Aid Food Law Program and members of the Public Assistance Task Force
3. Subsidizing the Middle Class -- Gerald Gold, Finance Director for the City of Wilmington

DHF Scholar: Carl W. Nelson, Ph.D., Department of Political Science, Temple University

WORKSHOP 3: Aging Persons In The Family (Location: Fellowship Hall, far left)

Moderator: Gay Enterline, Continuing Education, University of Delaware, Dover

1. Housing -- Richard C. Stazefky, Executive Director, Ingleside Retirement Apartments in Wilmington.
2. The Transition from Married to Single -- Madaline Buchanan of Dover.
3. Strengths Within the Family in Relation to Growing Old -- Margaret E. McGee, A.C.S.W., Catholic Social Services

DHF Scholar: Bonny Anderson, M.S.S., Dept. of Individual and Family Studies, University of Delaware and the Division of Aging.

Workshop Coordinator: Frank Boxwill and Madeleine A. Lynch, A.C.S.W., Consultation and Education Unit, Southern New Castle County Community Mental Health, Division of Mental Health, DHSS

WORKSHOP 4: The Family and Law (Location: Fellowship Hall, far right)

Moderator: Karen Doherty, Junior League of Wilmington, Inc.

1. What Laws Help Assure the Foster Child That the State is a Good Parent? Mary Ball Morton, Children and Placement Coordinator and Second Vice-President of Junior League of Wilmington or Wendy Barron, Chairman of the Committee for Researching the External Review Systems for Children in Foster Care for the Junior League of Wilmington
2. Does the Adopted Child Lose Its Right to State Support Because It Obtains A Permanent Family? Maureen M. Piper, Co-Chairman, Delaware Coalition for Children and a foster and adoptive parent
3. Do Children Have The Same Rights as Adults to Representation? Sandra Kaufmann, Esq., I.C.I. Corportation or Barbara Richards, First Vice-President Elect, Junion League of Wilmington
4. Legislating Behavior: Child Restraint Systems, Representatives from the American Academy of Pediatrics "Speak Up For Children" campaign. Charles Minor, M.D. (a.m.) - Maurice Liebesman, M.D. (p.m.)

DHF Scholar: Dr. Penny Deiner, Department of Individual and Family Studies, University of Delaware.

Workshop Coordinator: Karen Doherty

WORKSHOP 5: The Family and Mass Media (Location: Fellowship Hall, near right)

Moderator: Ed Weslowski, President, White Clay Video, Inc.

1. Violence Sells the News. Ed Weslowski
2. Commercials: Reversing the Stereotypes. Dr. Florence Geis, Department of Psychology, University of Delaware
3. Advertising and the Elderly. Dr. Elliot Schreiber, Department of Communication, University of Delaware.

DHF Scholar: Betty J. Haslett, Ph.D., Department of Communication, University of Delaware.

Workshop Coordinator: Chris Baver, Senior, Department of Individual and Family Studies, University of Delaware.

WORKSHOP 6: The Family and Religion (Location: left upper sanctuary)

Moderator: Rev. Jack McKelvey, Holy Trinity (Old Swedes) Church in Wilmington

1. The Church's Response to Nontraditional Families. Rev. Marlene Walters, Chaplain, Wilmington General Hospital
2. The Impact of "Folk Religion" vs. Institutional Religion on the Family. Rev. Jack Little, Director, Tressler Center for Human Growth
3. Separation of Church and State: How Involved Should The Church Be in Matters of Public Policy? Msgr. Thomas J. Reese, Secretary, Department of Social Concerns, Catholic Diocese of Wilmington.

DHF Humanitarian and Workshop Coordinator: Thomas R. Jewett, Director, Family Life Bureau, 1300 North Broom Street, Wilmington.

WORKSHOP 7: Medical and Social Services: Their Impact on the Family
(Location: Fellowship Hall, middle right)

Moderator: Robert M. Weaver, Director, Family Service of Northern Delaware, Inc.

1. Family Violence: Support for its Victims and Offenders. Lou Beccaria, Program Director, Child., Inc.
2. Funding That Fractures. Mae Hightower Vandamm, Executive Director, Delaware Curative Workshop, Inc.
3. What Medical and Social Services Do Citizens Have a Right to Expect? A. Roke Liebeman, Retired Assistant Director, Division of Social Services
4. Human Services and Fiscal Responsibility. Charles H. Debnam, Director, Division of State Service Centers

DHF Scholar: Suzanne K. Steinmetz, Ph.D., Department of Individual and Family Studies, University of Delaware

Workshop Coordinator: George Meldrum, Consultation and Education Unit, Southern New Castle County Mental Health, Division of Mental Health, DHSS.

WORKSHOP 8: The Family and Work (Location: right rear sanctuary)

Moderator: Sue Schaefer, New Castle County Home Economist, Delaware Cooperative Extension Service

1. Flexitime and Part Time Options for Working Parents. Nettie Green, Governor's Commission on the Status of Women, Georgetown
2. Part Time from a Parent's Perspective. Kathy Kuennan, Director of Mental Health Association in Sussex County
3. Female Discrimination in Job Classification and Salary: Its Impact on the Family. Dot Tyrawski, Extension Homemakers Club, Newark

DHF Scholar: Sarah S. Van Camp, Ed.D., Department of Individual and Family Studies, University of Delaware

Workshop Coordinator: Sue Schaefer

APPENDIX C

DELAWARE COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF DELAWARE COLLEGE OF AGRICULTURAL SCIENCES

AGRICULTURAL HALL
NEWARK, DELAWARE 19711

Agriculture
Home Economics
4-H

February 26, 1979

I want to thank you so much for contributing your time and thoughtful ideas in the planning stages of the Family Forum. A copy of our publicity is enclosed.

I am wondering if your organization would like to be listed on the Family Forum program as one of the Cooperating Groups supporting the Family Forum. The programs will be distributed to each participant on April 5. For the purposes of the Family Forum, we will define a Cooperating Organization as any group which does one or more of the following:

1. Publicizes the Family Forum internally (encouraging staff, officers, employees, members, etc. to come for the day).

2. Publicizes the Family Forum externally through the general population you serve or come in contact with (through newsletters, church bulletins, etc.)

3. Helps secure involvement and participation in the Family Forum (arranging for car pooling, telling friends, etc.)

4. Participation by one or more representatives from your group in the direct planning of a workshop, or helping with some aspect of the day's program for the Family Forum.

5. Preparing a display or exhibit that would publicize your program to the participants in the Family Forum. (Unfortunately, we will probably not have enough tables to furnish each exhibit, so if you could possibly furnish your own card table that will allow more people the "luxury" of a table at lunch time.)

I really hope you will be a part of the Family Forum on April 5. I would appreciate a letter from you by March 20 indicating the kinds of support you would like to give. (Since your letter will also be used as documentation of "In-Kind Contributions" for our Delaware Humanities Forum grant, I would like for you to be as specific as possible about the contributions you have made* and plan to make to the Family Forum.

University of Delaware and U.S. Department of Agriculture, cooperating.

Again, thank you so very much for your important contributions thus far. Please let me know if you can use more copies of our publicity flyers. I hope to be hearing from you soon. If you have any questions, please call me at 738-2537.

Sincerely,

Pat Nelson

Patricia Tanner Nelson, Ed.D.
Specialist -
Family and Child Development

PTN:dtf
Enclosure:

*-The DHF guidelines for documentation of in-kind contributions specify that salaried personnel obtain a signed statement from their individual supervisor ascertaining that (name) spent (amount of time) at (rate of pay) as an in-kind contribution to the Family Forum.

Volunteer personnel are requested to keep track of their time and attach their signature.

FAMILY FORUM

Sponsored by the Delaware Cooperative Extension Service and the Delaware Humanities Forum in cooperation with public and private agencies and programs throughout Delaware.

Thursday, April 5, 1979

8:30 a.m. - 4:30 p.m.

First Presbyterian Church

292 West Main Street

Newark, Delaware

Cooperative Extension Service
University of Delaware
Newark, Delaware 19711

Cooperative Extension Work in Agriculture and Home Economics, Extension Service, University of Delaware and United States Department of Agriculture, Cooperating. Samuel M. Gwinn, Director. Distributed in furtherance of Acts of Congress of May 8 and June 30, 1914. All programs and activities of the Cooperative Extension Service are conducted on a nondiscriminatory basis.

FAMILY FORUM

Public Policy: Its Impact on Delaware Families and Children

8:30 - Exhibits and Displays Open

9:00 - Welcome--Governor DuPont "Delaware's Commitment to Families"

9:15 - Public Policy Panel--Translating Ideals into Reality; The Process of Making Your Voice Heard

State and national legislators

Senator Richard S. Cordrey, President Pro Tem, Millsboro, Del.

Nancy Stokes, President, Delaware Chapter, American Association of University Women

Representative Jane Maroney, 12th District

10:00 - Coffee Break

10:15 - Workshop Session I

11:20 - Washington Update--News on the 1981 White House Conference on Families, Rebecca Twilly Gates; Planning Specialist, Dover, Del.

11:35 - The Family Today--Getting past the myths. Dr. Patricia Nelson, Family and Child Development Specialist, Delaware Cooperative Extension Service.

12:00 - Lunch and Informal Discussion Groups

1:00 - Keynote Address--Public Policy and the Family: Identifying Issues

Richard H. DeLone, Vice President, Corporation for Public/Private Ventures, Inc., Philadelphia, Pa., former Associate Director of the Carnegie Council on Children and author of the Council's next book: Small Futures: Children, Inequality, and the Failure of Liberal Reform.

2:00 - Workshop Session II

3:00 - Small Group Forums

4-4:15 - Evaluation

WORKSHOPS

1. Families and Their Children
2. The Effects of Government and the Economy on Families
3. Aging Persons in the Family
4. The Family and Law
5. The Family and Mass Media
6. The Family and Religion
7. Medical and Social Services: Their Impact on the Family
8. The Family and Work

The proceedings of the Family Forum will be mailed to each participant who wishes to pay $2.50 (for publication and mailing charges) on April 5.

This program is partly funded by the Delaware Humanities Forum, an affiliate of the National Endowment for the Humanities.

PRE-REGISTRATION FOR FAMILY FORUM

Although pre-registration is not necessary, it will help us in our planning. In addition, workshop space is limited so that workshop choices will be based on a first-come, first-served basis.

Name_____ Telephone No._____

Address_____

_____

Workshops I would like to attend. (See program for workshop numbers.)

_____ _____ _____ _____

LUNCH

You have several options for lunch at the Family Forum:

1. Bring your own.
2. Buy a complete lunch prepared by the Gypsy Kitchen of Newark.
3. Supplement your brown bag lunch with a la carte items prepared by the Gypsy Kitchen.

Return this form by March 29.

Please check appropriate spaces.

____ I will buy the complete lunch (salad, soup, bread, dessert and beverage for $1.75).

____ I will buy the following items a la carte:

____ tossed salad - 50¢ ____ dessert - 50¢

____ soup - 50¢ ____ beverage - 25¢

____ homemade bread - 25¢

REGISTRATION FOR CHILD CARE

Child care will be available for $3 per child (to cover lunch and snacks) from 8:30 a.m. - 4:30 p.m. The fee will be $2 for each additional child in a family. Please return this form by March 29 so we can plan for adequate personnel.

_____ _____

Your Name Address - Street

_____ _____

Names of Children Town or City Zip Code

_____ _____

Ages of Children Telephone Number

Comments about your children that will be helpful for the caregivers.

_____

_____

Return all registration forms to Pat Nelson, 129 Agricultural Hall, University of Delaware, Newark, Delaware 19711.

YOU MUST PRE-REGISTER FOR CHILD CARE AND LUNCH (UNLESS YOU PLAN TO BRING YOUR OWN LUNCH).

PARTICIPATE IN THE STATEWIDE FAMILY FORUM

THURSDAY, APRIL 5, 1979

Rapid economic and social changes in our society have placed American families under unusual stress and emphasized the support families need from basic social institutions. To what extent are our institutions providing this support?

Many at the national, state and local level are interested in evaluating policy guidelines which regulate the kinds of services and methods of delivery for those services. Hopefully, even in times of tight social services budgets, we can find ways to insure that services strengthen rather than weaken a family's capacity to create and maintain a healthy setting for the growth and development of all its members. We must come to grips with the importance of preserving wholesome family life as our basic institution. Otherwise "the system will continue to produce victims faster than we can salvage them until we move toward those deeper forces that are causing damage" (Luna B. Leach, Director of the Connecticut Day Care and Child Development Council).

In this free public forum, held during the International Year of the Child, participants will have an opportunity to share views and explore ways in which public and private institutions and agencies support (or do not support) families and children. The focus will be on families and children. Rather than dealing with a single aspect of family life or a single service program, we will stand back and try to look at the whole picture.

* * * *

If you are unable to attend, please pass this material on to a friend.

For more information contact Dr. Patricia Nelson, Family and Child Development Specialist, Delaware Cooperative Extension Service - 738-2537.

DELAWARE COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF DELAWARE COLLEGE OF AGRICULTURAL SCIENCES

Agriculture
Home Economics
4-H

AGRICULTURAL HALL
NEWARK, DELAWARE 19711

March 20, 1979

Dear Headstart Director:

Please find enclosed publicity for our Family Forum. This free statewide meeting is focusing on the ways our public and private agencies support (or do not support) families and children. I feel that you can make a valuable contribution as well as benefit from the family forum.

If your center has vans for transportation, if possible you might use the vans to transport interested parents to our programs.

I hope to see you on April 5.

Sincerely,

Pat Nelson

Patricia Tanner Nelson, Ed.D.
Specialist -
Family and Child Development

PTN:ms
Enclosures:

University of Delaware and U.S. Department of Agriculture, cooperating.

APPENDIX D

NOTE TO PEOPLE WHO WE HOPE WILL BE WORKSHOP PRESENTERS

I really hope that we can get you to be a workshop presenter for the Family Forum. As you can see from the enclosed publicity, each workshop will be repeated two times during the day. Each of them is set up to provide approximately 30 minutes of semi-structured presentation with about 30 minutes set aside for comments, questions, and contributions from all of the participants who have chosen to attend that workshop. Each of the workshops will highlight 2-4 issues that will hopefully get participants interested enough to want to become involved in issues of public policy relating to the family (whatever their views). We hope that the presentations will not be highly technical or detailed, and are really interested in just making people aware of the various issues rather than saturating them with detailed, thorough information. Hopefully, each presenter can keep their presentation to between five and ten minutes in length. A copy of the general outline for each workshop is attached.

Each of the workshops will have a moderator, who will introduce presenters, try to promote objectivity, and keep things moving smoothly down the agenda. An officially designated DHF Humanitarian will be attached to each workshop. Through questions and comments, the Humanitarian will encourage participants to consider the broader moral and philosophical implications of the issues being discussed.

Our audience will include: (1) professionals working with families and children and (2) citizens (probably mostly women who do not work outside the home).

It will be best if the presenters in each workshop can get together sometime several weeks prior to April 5, so that each presenter can get a clear idea of what will be going on in the workshop, etc.

Please say you will be a presenter! If you have any questions or concerns, please call me at 738-2537 after March 7, or write me a quick note. Thanks for your help thus far.

WORKSHOP OUTLINE

1. Families and Their Children

   a. Adolescent Parenthood
   b. Single Parenting
   c. Changing Sex Roles and Parenthood
   d. Day Care--Is It An Adequate Substitute For The Family?

2. The Effects of Government and Economy on Families

   a. Living With Inflation in the Middle Class
   b. Living With Inflation on Public Assistance
   c. Governmental Supports for Middle Income Families

3. Aging Persons in the Family

   a. Housing
   b. The Transition from Married to Single
   c. Psychological Aspects of Aging--Loneliness Kills

4. The Family and Law

   a. A Perspective From Family Court
   b. The Legal Rights of Children--Adoptive, Foster Care, and Children of Divorce
   c. Legislating Behavior: Tennessee's Experience with Mandatory Child Restraint Systems for Automobile Travel.

5. The Family and Mass Media

   a. The Media As A Positive Force For Families
   b. Violence in the Headlines
   c. Commercials: Reversing the Stereotypes
   d. Advertising and the Elderly

6. The Family and Religion

   a. The Church and Its Responsiveness to Alternate Family Styles
   b. The Impact of Civil vs. Institutional Religion
   c. Separation of Church and State: Should the Church Become Involved in Matters of Public Policy?

7. Medical and Social Services: Their Impact on the Family

   a. Family Violence: Support For Its Victims and Offenders
   b. Funding That Fractures
   c. What Medical and Social Services do Citizens Have a Right to Expect?
   d. Human Services and Fiscal Responsibility

8. The Family and Work

   a. Child Care For Working Parents
   b. Flexitime and Other Job Modifications For Working Parents
   c. Unemployment: Its Affect on Families
   d. Enforced Mobility, and the Impact of the Corporation on the Family

Please contact me if you have any questions or need further information. My telephone number is (302) 738-2537.

On April 5th, would you please consider taking notes for Workshop in the ?

I would like to keep a record (for summary and evaluation purposes) of each issue that is raised in each workshop. I am asking one person to be in charge of recording issues in enough detail that I will be able to summarize them later on for the publication of the proceedings.

I will certainly understand if you would rather not take notes or if you were not planning to attend for the day. If you can come, however, I would very much like to put you to work on what I consider to be a worthwhile project.

Please give me a call (738-2537) if you would rather not take notes for a workshop session. Thank you in advance for considering this.

Sincerely,

Pat

On April 5th, would you please consider helping collect money from those people who decide that they would like to have the proceedings of the Family Forum mailed to them? If possible, I would like to have you help collect from a.m. until a.m.

I am asking a professional working with families and children to help collect during each hour of the Family Forum. There will be times that no one will be interested in paying, but I would like to have someone there to cover, just in case. Everything should be set up ahead of time, so you won't need to do any advanced preparation. All we need is you.

I will certainly understand if you would rather not help collect the proceedings money, or if you were not planning to attend the Family Forum. If you can come, however, I would like to put you to work.

Please give me a call (738-2537) to let me know if you can help. Thank you in advance for considering this.

Sincerely,

Pat

On April 5th, would you consider being a leader for an informal discussion group at lunch?

I am asking 15 highly visible professionals working with families and children to serve as discussion leaders at lunch for those participants who would like to continue discussions over the lurch hour. Of course, many people will welcome the chance to rest during lunchtime and will not want to do anything over than pleasant chit-chat. However, for those who would really like to continue thinking along the lines of public policy and its impact on the family, I would like to provide a place for them to go.

I wouldn't think you would need to do any advanced preparation. Just your present and past experiences will well qualify you to be the discussion leader. There will be no structured agenda--just issues that the participants and you feel important to pursue at the moment. I will plan to have a sign with your name and position posted by the table so people can choose to attend a group led by a person whose expertise may be related to their area of interest.

I will certainly understand if you would rather not help with luncheon discussions, or if you were not planning to attend the Family Forum. If you can come, however, I would very much like to put you to work.

Please give me a call (738-2537) to let me know if you can help. Thank you! Pat

On April 5th, would you please consider helping with registration from a.m. to a.m.?

I am asking a small group of professionals working with families and children to help assist in the registration process so that people hopefully won't have to wait in long lines in order to get registered. Everything should be set up ahead of time, so you won't need to do any advanced preparation. All we need is you.

I will certainly understand if you would rather not help with registration, or if you were not planning to attend the Family Forum. If you can come, however, I would very much like to put you to work.

Please give me a call (738-2537) to let me know if you can help. Thank you in advance for considering this.

Sincerely,

Pat

On April 5th, would you please sit in on Workshop in the morning and Workshop in the afternoon as an "Objective Extension Person"?

I think things are pretty well set up so that the presentation will be objective. The moderators and Delaware Humanities Forum Scholars all seem to understand the importance of giving a balanced workshop. Still, I would appreciate it if you would sit in on the sessions and encourage overall objectivity (through short questions or comments) <u>if it doesn't come forth from the participants</u>. I think it will be best if this objectivity and balance comes from the participants, but just in case it doesn't, I'm asking extension people to sit in on each workshop just for safety's sake.

Also, would you please help with Group in the Small Group Forums at 3:00 p.m., is possible? This will be similar to the Nominal Process that Mary Ann explained at our last staff meeting, and I am asking a home economist or extension person to lead each group. I'll send specific directions for it later.

Let me know if you have any questions or concerns. Also, please let me know if you can't or would rather not do it.

Thank you very much!

Pat

March 23, 1979

To: Sue 8
Claudia 1
Debbit 3
Pat Wilson 4
Jean Cranston 5
Betty Richardson 7
Cheryl Wetherall 2
Gwen Colvin 6

From: Pat Nelson

On April 5th at the Family Forum, I would very much appreciate it if you would be the discussion leader for a group at the 3:00 Small Group Forums. The group that I would like you to lead is indicated by the number of the workshop that the group is in at 2:00. (For example,Sue will be moderating Workshop 8. "The Family and Work", at 2:00. At 3:00, I would like her to be the small Group Forum Leader for that same group.)

The purpose of the small group forums is to get the ideas from the participants, particularly those that may have been too shy to speak up in a large group during the day. The procedure is the "Nominal Process" that Mary Ann taught us at the last staff meeting. A basic outline of the process would include:

1. Ask each person to write down 3 problems facing Delaware families. Another way to phrase that might be, "Of the problems facing Delaware families today, what are the 3 problems that are the greatest concern to you?" If you wish, participants can write possible solutions on the other side of the card.

2. While people are writing their answers down, figure out a system to quickly and efficiently get everyone into small groups (the size of the group should not exceed 6-7 people).

   Ask people to move into their small groups and explain to them that the purpose of their small group is not to come to agreement about their lists, but simply to eliminate duplication. Ask them to list ideas from everyone in the group on the flip chart paper. Everyone's idea goes on the paper. The group does not need to come to consensus.

   If the group changes the wording of a person's idea, the person who is giving the idea must be willing to accept the re-write.

   The facilitator only intervenes when the group is attacking a person's idea.

3. Ask someone from each group to bring the group's flip chart to the front of the entire group and state their combined concerns.

   People do not really have to defend their ideas, because we're accepting them as a valid concern raised by one of our participants.

4. Check to see if any of the participants have anything written on their cards that has not been included in the lists that have been written on the group flip charts.

5. Discuss possible ways of solving these problems in large group.

6. Thank the people very much for contributing their time and effort. Collect the flip charts, and collect the individual index cards if people are willing to part with them. (It would be really great, if people don't mind, if they would put their name, address, phone number on those cards in case I would like to contact them for clarifying a point when I write up the Proceedings.)

   Tell them that these ideas will be included in the Proceedings, which will be published and mailed to any person who would like to pay $2.50 (at the registration desk). A copy of the Proceedings will also be sent to our governor and legislators participating in the day.

Then, please ask people to kindly complete the evaluation forms. I hope to have the evaluation forms included as part of the program so that people who leave earlier in the day can complete them at their convenience.

When people have completed their evaluation forms, please collect them and any miscellaneous pencils, pens, etc.

If possible, please ask several people to moderately tidy up the area.

Thank you so much for your help.

P.S. If the Small Group Forum and Evaluation process takes less than the time allotted on the program, that's fine. People can leave and then there won't be such a boggle in the parking lot.

Notes to the Great People Responsible for Child Care

1. Thanks for coming! Your contribution to the Family Forum is very much appreciated.

2. Try to make yourselves at home, or at least try to feel like this is your own good day care center. Feel free to work with the children in ways that you are learning about in your child development classes.The most important thing you can do today is be sure that the children are safe and in a warm and happy environment.

Try to take frequent head checks--or nose counts-- to see that everyone is still with you.

3. If it is a nice day and the children are interested, we are free to use the playground owned by the Newark Day Nursery. We have to use it, however, during times that their children are not out there.
In general, the times that we can use it are:
until about 10:30 a.m.
from about 12:30 until about 2 or 2:30.

4. Here is the snack and lunch menu. We have tried to plan things that will be a minimum of hassle for you to serve. I surely hope there is enough for you to enjoy with them.

Morning Snack Juice
"Fish" Crackers

You might want to serve this around 10:30 when the children come in from the play ground.

Lunch

Peanut Butter and Jelly Sandwiches
Milk (it is being stored in the refrigerator down in the Newark Day Nursery's kitchen)
Bananas
Raw Vegetable

There are paper plates, napkins, cups, etc. for your "table ware".

Afternoon Snack

Cheese Balls
Juice or Milk

Perhaps serve this when the children com e off the playground at 2 or 2:30.

Morning Coordinator: Roberta Gredell

Afternoon Coordinator: Mrs. Asti

Please try to leave everything in nice order when you leave!
Thank you very much!

APPENDIX E

FINANCIAL REPORT

Interim____ Final XX

Delaware Humanities Forum
2600 Pennsylvania Avenue
Wilmington, DE 19806

PLEASE SEND 3 COPIES

Grantee Name and Address:

Family Forum
Room 126, Agric. Hall
University of Delaware
Newark, DE 19711

Date of Report 7/26/79

Period of Report: (accounting period just elapsed) From 5/30/78 Through 7/26/79

Grant Period: From _____ Through _____

Grant Number: 243

BUDGET AS APPROVED BY DHF		EXPENDITURES (Cumulative)				
	(A) DHF Grant Award	(B) Total DHF Grant Funds Expended	(C)* Outside Cash Contr. +NEH Match	(D)** In-Kind Matching	(E)** Cash Matching	TOTAL (B+C+D+E)
1. Personnel	1500.	1,005.00		2,363.75	655.20	4,023.95
2. Travel & Hospitality		13.50		674.75		688.25
3. Supplies				126.17		126.17
4. Rental (space,equipment)		100.00		768.88		868.88
5. Telephone						
6. Promotion	800.	570.50		640.60		1,211.10
7. Evaluation				20.00		20.00
8. Other (specify)Secrty.	500.	277.73				277.73
9. TOTAL EXPENDITURES	2800.	1,966.73		4,594.15	655.20	7,216.08
10. Funds Received to date from DHF...		2,480.00				
11. Difference between 9 & 10		513.27				

*May be used only for items where DHF funds can be used.
**Needs documentation.

PLEASE TURN PAGE OVER TO SIGN CERTIFICATION

6/77

FAMILY FORUM EVALUATION QUESTIONNAIRE

Please place a check mark before the best answer or answers below.

1. In what capacity did you attend the Family Forum? _____Speaker or Workshop Panelist; _____Professional working with families & children; _____Interested citizen; _____Other (please describe)

2. Before the Family Forum, how aware were you of the many influences outside the family that either strengthen or weaken it. _____Extremely aware; _____Moderately aware; _____Not very aware.

3. After attending the Family Forum, how aware were you of influences outside the family that were affecting it positively or negatively. _____Extremely aware; _____More aware than before; _____Not very aware.

4. Since attending the Family Forum, have you spoken up in support of families in any of the following settings? _____At school; _____At work; _____In child care programs _____At Church; _____In public meetings; _____Other (please describe):

Please use the code (A through J) to give a picture of your thinking and actions in the last 3 months relating to public policy and the family. You may use more than one code for each issue.

A. I have been personally thinking about this topic.
B. I have talked with others about this topic.
C. I have publicly taken a stand on this issue.
D. I have tried to persuade others to take a stand on this issue.
E. I have written my legislators about this issue.
F. I have talked with my legislators about this issue.
G. I have worked actively to help develop legislation in this area.
H. I have worked actively to persuade others to support specific legislation in this area.
I. I have become more acquainted with my legislators and/or local, state & national legislative facilities.
J. Other (please describe)

5. The responsibilities of parents in today's society_____
_____single parent families
_____teen parents
_____child care programs

6. The effects of government and the economy on families_____
_____families on public assistance
_____families in the middle class

7. Aging persons in the family_____
_____housing for aging persons
_____widows
_____aging persons: their psychological and emotional ties to younger family members

8. The family and law _____
_____the rights of foster parents
_____the rights of foster children
_____the rights of adoptive children
_____the rights of children within the legal system
_____child restraint systems: should we legislate behavior?

9. The family and work _____
_____flexi-time, and/or permanent part-time jobs
_____discrimination against women in job & salary

10. The impact of mass media on the family_____
_____violence and the news
_____commercials and their use of stereotypes
_____advertising and the elderly

11. The impact of religion on the family_____
_____the Church's response to nontraditional families
_____the degree of involvement of churches in matters of public policy

12. The impact of medical & social services on the family_____
_____support for victims & offenders of family violence
_____funding patterns that fracture the family rather than supporting the family unit
_____what medical and social services do citizens have a right to expect?
_____human services & fiscal responsibility

13. Other _____

14. In the last 3 months, of all the coded behaviors above, which types of behavior may have been stimulated or encouraged in part for you by the Family Forum?

---

1. ARE YOU A:
_____Female; _____Male; _____Parent; _____Grandparent

2. YOUR AGE: (please circle)
1-18 19-21 22-25 26-30 31-35 36-40
41-45 46-50 51-55 56-60 61-65 66-70
71+

3. YOUR EDUCATION (Highest grade completed):
8 9 10 11 12 13 14 15 16 18+

4. LIFESTYLE:
Single Married Widowed Divorced Other_____

5. NUMBER OF CHILDREN: None One Two
Three Four Five or more

6. YOUNGEST CHILD AT HOME: None at home now--
-1 2 3 4 5 6 7 8 9 10 11 12+

7. AGES OF CHILDREN:
_____ _____ _____ _____ _____ _____

8. ARE YOU CURRENTLY EMPLOYED:
Yes No

9. IF SO, IS YOUR WORK?
Full-time Part-time Occasional

10. IF CURRENTLY EMPLOYED, DO YOU CONSIDER YOUR WORK:
Just a job A career Necessary for family income

11. TOTAL HOUSEHOLD INCOME FROM ALL SOURCES:

Under 5,000	5,000 9,999	10,000 14,999	15,000 24,999	25,000+

12. WHICH COUNTY DO YOU LIVE IN?
New Castle Kent Sussex

13. TYPE OF COMMUNITY:

Rural Farm	Rural Non-Farm Area	Small Town	City	Suburbs

14. NUMBER OF YEARS IN THIS COMMUNITY:
0-1 2-5 6-10 11+

5. TYPE OF HOUSING:

Mobile Home	Apartment	Single House	Multiple Housing

DO YOU: Own Rent

16. How many contacts have you had (through mtgs., newsletters, etc.) with the Cooperative Extension Service over the past year?

None 1-3 4-6 7+

17. HOW DID YOU LEARN ABOUT THE FAMILY FORUM:

_____County Home Economists Newsletter
_____Newspaper
_____Radio
_____Flyer Received in Mail
_____Poster at work
_____Friend
_____Other (please describe)

Think of the families and children in your neighborhood and community. Of the problems and concerns that these families face, what areas would you encourage the Cooperative Extension Service to focus on in their educational outreach?

Thank you so much for your time and thoughts:

Sincerely,

Patricia Tanner Nelson, Ed.D.
Specialist -
Family and Child Development

PLEASE FOLD THIS SECTION INSIDE

Please return questionnaire by August 1, 1979

STAPLE OR TAPE TO CLOSE FOR MAILING

WHEN CLOSED, BE SURE ONE SIDE IS BLANK AND THE OTHER SHOWS ADDRESS AND PREPAID POSTAGE

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EXTENSION SERVICE
U. S. DEPARTMENT OF AGRICULTURE
UNIVERSITY OF DELAWARE
NEWARK DELAWARE 19711

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Dr. Pat Nelson
Family and Child Development
Cooperative Extension Service
University of Delaware
Newark, Delaware 19711

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